



Student and Parent Handbook

Jasper United Methodist Church
85 West Church Street
Jasper, GA 30143

Pastor - Rev. Dr. Sheila Crowe
Preschool Director - Donna Dooley
Preschool Office - (706) 253-2859

“Train up a child in the way he should go; and when he is old, he will not depart from it.”
Proverbs 22:16

Welcome Message from the Pastor

Greetings and Welcome to Jasper United Methodist Church Preschool!

We are honored that you have chosen our school to nurture your child(ren)’s development and faith. This handbook is full of information you need to make this a successful year of learning and fun. Please take the time to read it. We hope it will convey our commitment to you.

Our Director, Assistant Director, and teachers are ready to cuddle, comfort and guide them while our security policies assure you of their safety. Rest assured that our staff is knowledgeable and well trained in current and varied teaching methods. As a Church Preschool, though, we don’t just care about your child, we care about you and your family too. If I can be of assistance to you in any way, please reach out to me.

And know if you need a place to worship you are always welcome to join us on Sundays at 11 am.

God Bless,
Rev. Dr. Sheila Crowe

Mission Statement

The Jasper United Methodist Church Preschool strives to provide a quality educational program in a secure, caring, Christ-centered environment which promotes spiritual, emotional, physical, social, and intellectual growth and development of preschoolers.

Registration

An enrollment form must be completed either online (www.jasperumc.org) or by paper copy and turned into the Pre-school or church office with a non-refundable **\$100.00 registration** and **\$50.00 activities fee**. Make checks payable to Jasper UMC Preschool.

- A current Certificate of Immunization Form 3231 or a Notarized Affidavit of Religious Objection to Immunization
- Pre-K and Kindergarten will also need a Georgia Department of Public Health Form 3300 Certificate of Vision, Hearing, Dental, and Nutrition. All records are kept confidential.
- It is the responsibility of the parent to maintain a current immunization record on file at our preschool.
- Classes are subject to close if minimum enrollment requirements are not met.

Admission Requirements

- Admission to the Jasper United Methodist Church Preschool is made without regard to race, color, creed, sex, or national origin.
- **All students in the Three's, Pre-K, and Kindergarten** classes must be **completely toilet-trained** and able to independently use the restroom when preschool begins. Each child should be wearing underwear, not Pull-Ups or diapers, at school. For the purpose of clarification, our definition of fully toilet-trained is the child's recognition of the need to use the restroom; **is able to inform an adult of the need to go**; enters the restroom on their own; removes necessary clothing with little or no assistance; sits or stands at the commode and handles own hygiene; re-dresses; washes hands and rejoins the class.
- **Teachers will assist when needed.**

Discounts

- Early Payment in Full Discount - Payment in full for the academic school year will result in 10% off the total tuition fees if paid by the 20th of August.
- Sibling Discount – First child = full tuition, Second child = 10% discount, and Third child = 15% discount.

Refund and Withdrawal

- If it becomes necessary to withdraw your child during the school year, a 30-day written notice is required.
 - **Registration payments, activity fees, and tuition payments (including tuition paid in full) are non-refundable and non-transferable. No refunds or credits will be given due to absences.**
- If a child is withdrawn from the program and returns later in the same school year, it will be treated as a new enrollment with registration/activity fees, and child will be placed in a room with availability.

-

- **Tuition and Fees**

Tuition is based on enrollment (a reserved slot), not on attendance and payment is expected whether the child is in attendance or not.

- Tuition is due on the first day of each month. Your account will be considered past due after the 10th of each month. A **\$25.00 late fee** will be added to your account after the 10th day of the month. Please pay tuition online at jasperumc.org or make checks payable to Jasper UMC Preschool. There will be a **\$35.00 charge for any checks returned by the bank.**

- Responsibility for the timely payment of tuition will be the responsibility of the parent or guardian who signs the enrollment agreement. If the parent or guardian sees that tuition or fees cannot be paid on time, he or she has the responsibility to make acceptable arrangements for the delayed payment with the director BEFORE the payment is due.

Due to our later start in August, tuition will not be considered late until after the 20th. You will receive the 10% discount for tuition paid in full by the 20th. This is for the month of August only.

CLASS	NUMBER DAYS ATTENDING	MONTHLY TUITION	YEARLY TUITION	YEARLY TUITION 10% IF PAID BY 8/15/25
MOTHERS MORNING OUT	1 day Thursday	\$150	\$1500	\$1350
TINY TOTS 18-23 MONTHS	3days Mon – Wed	\$240	\$2400	\$2160
TWO & THREE OLD		\$240	\$2400	\$2160
TWO & THREE OLD	5	\$275	\$2750	\$2475
PRE-K 4-YEAR-OLD	5	\$300	\$3000	\$2700
KINDERGARTEN 5-YEAR-OLD	5	\$325	\$3250	\$2925

*** The figures above do not include discounts for siblings. ***

Curriculum

- Our preschool uses the Georgia Early Learning and Development Standards (GELDS) to provide a well-rounded and developmentally appropriate curriculum in all our classrooms. We use Ready to Advance curriculum in our Pre-K classes and ABEKA in our Kindergarten classes.
- Additional activities offered include Bible stories and activities, music and movement, Spanish, Chapel time with Pastor Sheila, sign language, math, and art.
 - Sign language will be taught to the tiny tots and two-year-olds during circle time each week.
 - Chapel time with Pastor Sheila will be the second Monday of each month.
 - Basic Spanish lessons will be taught to our three-year-olds, Pre-K, and Kindergarten classes.
 - Music is an integral part of our preschool program. Teachers use music daily in circle time and throughout the day. In addition to this, a music class will be offered twice a week to all classes.

Policies and Procedures

Accident - An Accident Report Form will be completed by the teacher when an accident or injury occurs.

Non-Emergency Notification - In case of illness or injury that occurs at school, the school will evaluate, provide first aid, and contact the parent, if necessary for further advice or pick up. If we are unable to reach the parents, the school will contact your emergency contact(s).

- **Emergency Notification** - In the event of an extreme emergency or life-threatening situation, a staff member **will first contact emergency services**; then the parent will be notified or emergency contact(s) if the parent cannot be reached.

Permission for Release Authorization

- Only those people whom you have written on your registration form will be permitted to pick up your child. For your child to ride with someone else, a change must be sent in writing. The person must be 18 years of age or older. **We cannot accept a phone call or text for a person not listed on your form to pick up your child.** ID will be required for the first time someone on the pickup list comes to get your child.

Arrival and Departure

- A parent or designated responsible adult must walk the child(ren) into the building each day and sign in on the provided form.
- A parent or designated responsible adult must walk into the building to pick up their child(ren) and sign out on the provided form.

Early Drop Off

- If your child needs to be dropped off before school hours, early drop-off is available starting at 7:30 for an additional **\$45.00**, a month that is due on the first school day of each month with the tuition payment.

Late Pick Up Fee

- School ends at 12:00. Parents are expected to be prompt when picking up their children. A late fee of **\$15.00** will be charged if picked up after **12:05 pm.**

Medications

- We do not administer any over-the-counter medications. We will administer prescribed medications listed below.
 - Authorization to dispense prescription medications such as asthma, diabetes, epi pens, etc. They must be prescribed by a physician. Medications must be in the original container and labeled clearly with the child's name, date, and prescribing physician's name.
 - Dates and times of administering medications must be clearly written on the form.

Snacks & Birthday Treats

- Please bring a nutritional snack from home each day. Please label all water bottles, cups, bags, etc. Please don't bring sugary snacks or beverages.
- We are a **NUT-FREE** school. Please do not send snacks containing peanuts, peanut butter, or nuts of any kind.

Communication

- Teachers will update parents via text messages.
- If you have any questions or concerns, please let us know. If you wish to speak to your child's teacher, they will be happy to set up a time to talk or meet with you.
- It is the parent's responsibility to inform the preschool of any changes in address, phone numbers, emergency contact information, or any other changes that the preschool should be aware of.
- Church Office Phone Number: (706) 253 - 2100
- The church office is open Monday - Thursday 9:00 - 4:00 and closed for lunch 12:00 - 1:00.
- Preschool Director Email: dooley@jasperumc.org
- JUMC Website: jasperumc.org

Safety

- The safety and well-being of your child is our top priority. To provide the best possible care for your child, we require the following:
 - All preschool staff will have a current background check on file.
 - All staff will be First Aid/CPR certified.
 - All preschool staff, church staff, and volunteers are trained in the Safe Sanctuaries policy mandated by the North Georgia Conference of the United Methodist Church.
- Building Safety - All exterior doors will be locked daily from 8:20 am - 11:40 am. Security cameras provide surveillance of preschool buildings and playground.

Sick Child Policy

- Under no circumstances may a parent bring a sick child to school. If the child shows any signs of illness (see symptoms below) he/she should be kept at home. Sick children will expose all children and staff members whom they encounter at the preschool. Thank you for your cooperation as we work together to keep all our children and staff healthy.
- **Please do not send your child to school if they are experiencing any of the following:**
 - **Fever:** Fever is defined as having a temperature of **100°F** or higher (a child needs to be fever free for a minimum of 24-hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
 - Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
 - Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
 - Vomiting: 2 or more times in a 24-hour period. **Note: please do not bring your child if they have vomited in the night.**
 - Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
 - Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
 - Pink eye – pink or red discoloration in one or both eyes, swollen, watery, or stringy and/or thick, white, or green discharge from the eye(s).
 - If your child is too sick to participate in the program, including outside play, he/she needs to be kept at home.
 - JUMC will close a class if we have a serious virus outbreak (example: RSV, stomach virus). **If your child's class does have to close a doctor's excuse will be required before your child can return to school. (The children that are diagnosed with the illness)**

Discipline

- Our preschool's method of discipline will consist of time out, time apart, and parental consultation. If the discipline issue is excessive and continuously disruptive to the classroom, and cannot be resolved through the above procedures, the child will be dismissed from the preschool program.
 - **Biting** - If a child bites another child or staff, the child will be removed from the situation, and the parents will be notified immediately. The parents of the child bitten will also be contacted. If the biting issues become a recurring issue, the parents will be asked for a conference where strategies can be discussed to correct the issue. If the biting continues without any improvement, JUMC Preschool reserves the right to suspend the child until the issue is under control.

Clothing & Personal Belongings

- Children should wear comfortable, washable play clothes to school each day.
- A change of **weather-appropriate clothes** labeled with your child's name needs to be sent in on the first day of school that can be left at school in case of accidents, spills, mud, etc. The parents are responsible for changing out the clothes with appropriate ones as the seasons change throughout the year.
- Dress your child appropriately for the weather. Layering is a good idea on cold days. We will go outside to play whenever possible. All clothing including hats, gloves, coats, etc. should be labeled with your child's name.
- Non-slippery closed-toed shoes should be worn. **No flip flops allowed.**
- Electronic devices are not permitted. We are not responsible for lost or damaged electronics.
- We discourage children from bringing security items for comfort, candy, gum, jewelry, money, make-up, and toys from home due to hygienic reasons, possible conflicts, and loss of items.
- We are not responsible for any lost items from home.
- Toy weapons (guns, swords, knives, etc.) are not permitted.

Inclement Weather & School Closure

- In case of inclement weather, Jasper UMC Preschool will follow the Pickens County School System for closure. If Pickens County School System has a **digital learning day due to inclement weather** JUMC Preschool will be closed.
- When Pickens County Schools issue a **delayed start time, JUMC will be closed.**
- Please check with your local TV or radio station for school closures. Teachers will also send a text message to you with the status of the preschool.